




County of Los Angeles CHIEF EXECUTIVE OFFICE


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Chief Executive Officer

August 12, 2011

To: Supervisor Michael D. Antonovich, Mayor
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Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka 
Chief Executive Officer

Lisa M. Garrett 
Director of Personnel

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PROBATION WORKFORCE REDUCTION PLAN STATUS

This memo provides an update on the status of the Probation Workforce Reduction (WFR) Plan. The following is a timeline of events this year concerning this workforce reduction:

July 27	The Probation department (Probation) submitted its initial workforce reduction plan.
Aug. 2	Department of Human Resources (DHR) reviewed and returned the Plan to Probation for revision, including the reconciliation of Probation's item control.
Aug. 10	Probation submitted their revised WFR Plan.
Aug. 11	Probation verified that item control (positions authorized and filled) had been reconciled to 2011-12 Budget.
Aug. 12	DHR reviewed and provided preliminary approval of the WFR Plan.
Aug. 18	CEO Employee Relations and Probation meet with AFSCME Local 685 on the workforce reduction plan.
Aug.-Sept	DHR, Probation and California WorkSource Centers continue transition services (job fairs, training workshops, etc.) for affected employees.
Sept. 15	Probation sends formal layoff notices out.
Sept. 30	Probation implements workforce reduction plan.

Workforce Reduction Plan

Prior to submitting its WFR Plan, Probation completed the reconciliation of its item control to the 2011-12 Budget. These updates, which have been entered in CWTAPPS, must now be reflected in the database. CWTAPPS processes transactions into the database on a weekly basis that occurs each Sunday night. Probation's changes will then be verified by DHR once the CWTAPPS report is prepared on Monday, August 15, 2011.

"To Enrich Lives Through Effective And Caring Service"

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In addition to the item control, Probation completed the other follow-up items requested by DHR in the original WFR Plan submitted on July 27, 2011. The revised WFR Plan will now impact three classifications: Senior Detention Services Officer (Sr. DSO), Detention Services Officer (DSO) and Group Supervisor, Nights (GSN). In total, 194 employees will be laid off and 11 will be reduced as shown below:

Specifically, the Probation budget reduction package approved in the 2011-12 Final Changes eliminated 259 positions. The WFR Plan currently includes the following impacts:

- 6 people working as temporary Group Supervisor, Nights (GSN) would be released;
- 194 people would be laid off (176 Detention Services Officers (DSO) and 18 GSN); and
- 11 people would be bumped down into a vacancy in a lower classification where they have reversion rights (10 Sr. DSO and one DSO).

The release of temporary employees, the demotions and the layoffs are planned for Sept. 30, 2011.

Once DHR completes its final review of the WFR Plan, the Plan will be forwarded to CEO Budget, CEO Employee Relations, Probation, and DHR Diversity. Following this review, CEO ER will meet with the Unions and the WFR Plan will be released to employees.

It is important to note that these numbers will keep changing over time due to natural attrition as employees retire, voluntarily leave County service, transfer or promote to a different classification, etc. Probation and DHR will continue to review the Plan and the number of employees impacted through the date of the scheduled layoffs.

If you have any questions, please contact me or have your staff contact Ellen Sandt at (213) 974-1186 or Lisa Garrett at (213) 974-2406.

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c: Executive Office, Board of Supervisors
County Counsel
Human Resources
Probation